User Manual

Transmittal Reporting Software

Third Edition

Connecticut Teachers' Retirement Board

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Introduction

This software application was developed by the Connecticut Teachers' Retirement Board (TRB) to facilitate the monthly reporting of contribution and demographic information to TRB's new Manage Membership System. The software is designed to be used on personal computers (PC's) with Microsoft Windows 95 and Windows 98 operating systems. The software is provided as an alternative to the Reporting Unit generating the monthly report file from its own data system. *If possible, school districts should generate the file directly from their data systems*. This is faster, more accurate and does not require duplicative manual data entry.

With monthly reports coming in from 250 reporting units, it is important to automate data transmission as much as possible. To this end, TRB has designed a system which makes use of E-mail technology. The district's payroll office PC (or some other PC within the school district, or a PC available to the school district) must be able to access the Internet and have E-mail capability in order to send the monthly report file to TRB.

When the monthly report file (hereafter called the transmittal file) is ready, the school district will send an E-mail to TRB with the transmittal file included as an attachment. Upon receipt at TRB, the transmittal will be detached from the E-mail through an automated process and will be sent automatically to the Manage Membership System where it will pass through a number of edits. If the file data passes all the edits, the data is updated to the system.

If data for one or more members in the file fails an edit(s), an exception report file is automatically produced and sent back to the district as an attachment to an E-mail from TRB. At that point, the district would make appropriate corrections and E-mail a revised transmittal to TRB. If the revised transmittal fails the edits, TRB will contact the district's payroll person directly to resolve the problem.

Getting Help

For help in using the Transmittal Software or for any other matters relating to TRB reporting please contact TRB as follows:

- Linda Hanson (860) 241-8431
- E-mail linda.hanson@po.state.ct.us **OR** paula.borysewicz@po.state.ct.us
- Fax (860) 525-6018
- Mail State Teachers' Retirement Board
  21 Grand Street, 2nd Floor
  Hartford, CT 06106-1500

Installing The Software

The employer Transmittal Software is provided on one 3.5-inch floppy disk, including a self-install feature. Instructions for loading are as follows:

1. Place the disk in your disk drive.
2. Click on “Start”.
3. Click on “Run”.
4. Type in “a:\setup” (or substitute the appropriate letter for your floppy disk drive if it is not “a”).
5. Click on “OK”
6. Unless you choose otherwise through “Browse”, Setup will install the program in C:\Program Files\TRB Transmittal Software. Click on “Next” to continue.
7. Click on “Next” to add the program icon to the TRB Transmittal Software program folder.
8. Click on “Next” to start copying files.
9. Click on “Finish” to complete setup.
10. There will be a remaining minimized window. Click on it to expand it. Click on the icon in the window to highlight it. Go to “Edit” and “Copy” the file. Move the mouse cursor to the Windows desktop and right click the mouse to bring up a menu box. Click on “Paste” and then “Yes” to paste the icon on the desktop. You can then double click this icon to start the program.

Directory Information

The setup program installs the software in the “C:\Program Files\TRB Transmittal Software” directory (or the directory you selected during installation). A “Data” folder is also created in that directory (C:\Program Files\TRB Transmittal Software\Data). This is where the transmittal files you create are saved for historical purposes. The Data directory is empty when the software is first loaded. The Transmittal Software Program looks for transmittal files only in this directory.

Removing The Software

In the event you someday want to remove the TRB Transmittal Software from your computer, follow these instructions:

1. Click on the “My Computer” icon.
2. Click on “Control Panel”
3. Click on “Add/Remove Programs”
4. Scroll to “TRB Transmittal Software” and highlight it.
5. Click on the “Add/Remove” button
6. Click on “Yes” to remove.

Starting The Software

To start the Transmittal Software program, do the following:

1. Either double click on the TRB Transmittal software icon on the Windows desktop, or…
2. Click on “Start”.
3. Go to “Programs”.
4. Go to “TRB Transmittal Software”
5. Click on the “TRB Transmittal Software“ icon, or…
6. Double click on C:\Program Files\TRB Transmittal Software\TRBTransGen.exe.

7. You are in the program!

Instructions For Monthly Report Processing

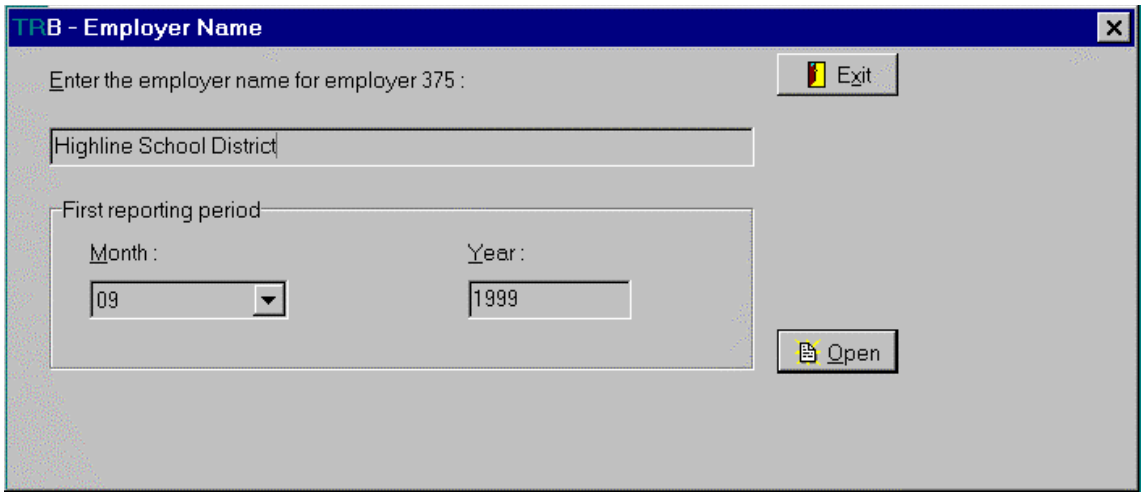
Entering Employer ID Number, Name And Reporting Period

The TRB Transmittal Software Program opens with the "Employer ID" screen as shown below.

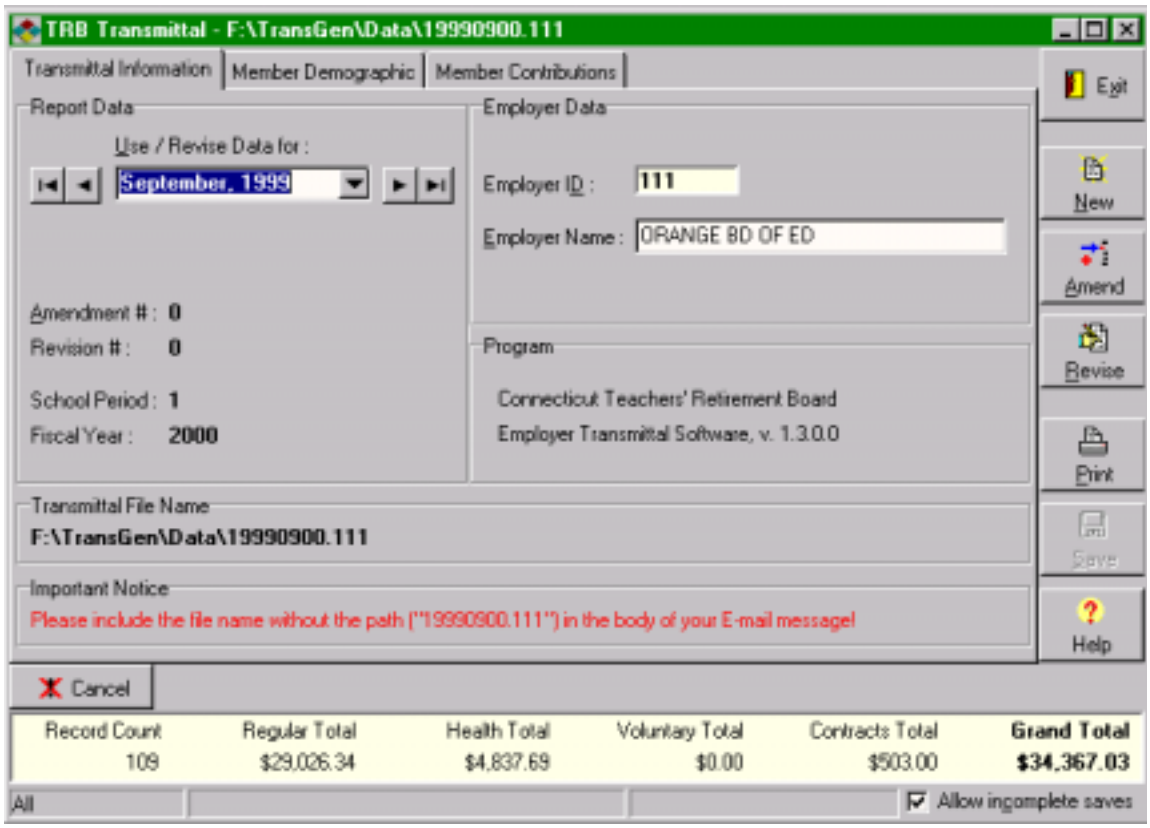
The procedure for creating the initial transmittal file differs from creating all subsequent transmittal files in that you start with an empty file. For subsequent transmittals, member data from the previous transmittal is copied and you simply edit it, if necessary, and do adds and deletes.

The procedure for creating a transmittal is as follows:

1. In the case of the initial transmittal file, enter your Employer ID number in the box (Use the number given in the list of TRB reporting units beginning on page 16 of these instructions and click on "Open". This takes you to the "Employer Name" screen. (For subsequent transmittals, simply click on your Employer ID, shown in the drop-down arrow box. If you are one of the transmittal preparers who works with several employers, enter in the Employer ID for each employer, as necessary.)



2. Enter the employer name corresponding to the listed employer ID number from the list beginning on page 16 in this manual (*be sure enter the name and employer ID exactly as shown, including capital letters*).
3. Select the month and year for the appropriate reporting period.
4. Click on "Open" and the program takes you to the "Transmittal Information" tab of the TRB Transmittal, as shown below.



Interpreting The file Name

The file name (19990900.375 in this case) and directory location are automatically created and displayed at the top of the form and in the File Name box at the bottom. (The information in the File Name box can be highlighted, copied and pasted.) The file name identifies the specific transmittal and is interpreted as follows:

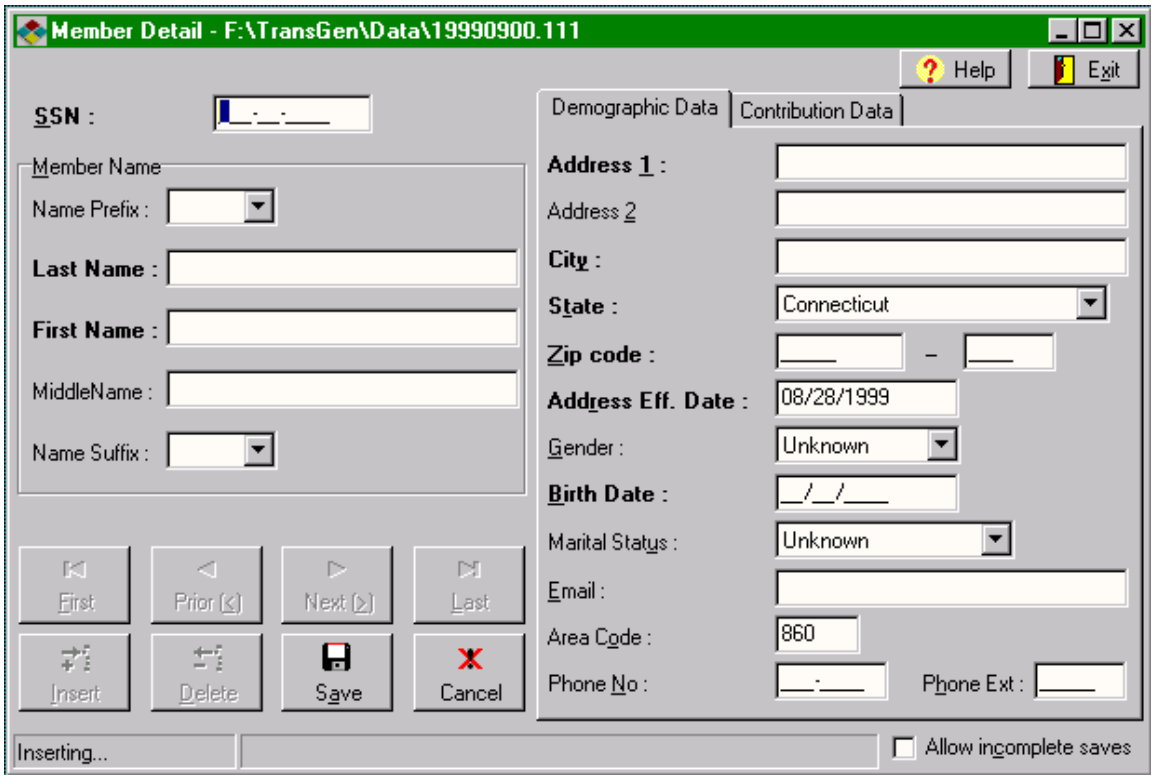
The name of the transmittal file is in this format: **"CCYYMMAR.SDT"**, where:

- **CC** – Century
- **YY** – Year
- **MM** – Month, 01(Jan) – 12(Dec)
- **A** – Amendment number (0 – 9). Amendment files with A > 0 contain members that were omitted from the original submission. Amendments can have revisions.
- **R** – Revision number (0 – 9). Revisions are submitted to correct errors in the original transmittal.
- **SDT** – School District/Town Code (3 digits) – same as Employer ID

Example: The transmittal name for School District 111 reporting the original transmittal for September 1999 would be **19990900.111**.

Entering Member Demographic Data

The TRB Transmittal screen has two other tabs labeled as follows, Member Demographic and Member Contributions. Click on the Member Demographic Tab. If this is the first transmittal file you are creating, a detail form for data entry will be opened. When there is a drop-down arrow next to a data field on the form, use it to select the data entry from the drop-down list. Bold-letter data elements are mandatory.



Error messages will warn you of mistakes. You may "Exit" at any time -- you will receive a message indicating the file is incomplete or has errors if these conditions exist. If you enter data and wish to change your mind, click on "Cancel" and the screen will revert to the last "Saved" condition. If you click on "Save", the data entered in the member demographic screen will be saved.

Note 1: *The "Address Effective Date" is no longer a required entry field. This date is now populated automatically with the current date when the transmittal file is processed at Teachers' Retirement.*

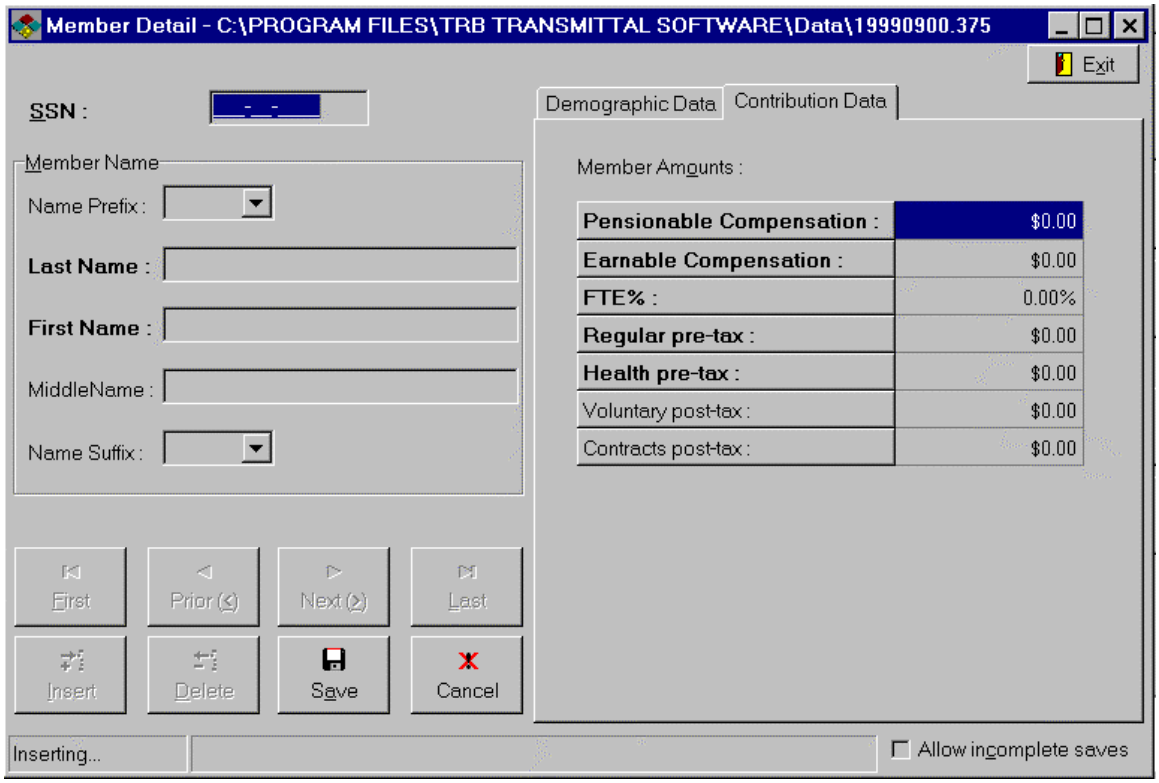
Note 2: In general, you cannot enter just part of the data and then move on to the next member. You must enter all of the required data or get an error message. *There is an alternative, however. If you wish to enter only some of the data for the member, you must click on the "Allow incomplete saves" box in order to be able to save the incomplete data. This feature is designed to help large districts who might not be able to complete data entry during one session, or who may wish to partially populate the transmittal from their system. The user should use caution with the "Allow incomplete saves" feature because it overrides normal data edits in some cases. The user should be sure to check the completeness and validity of the data in the transmittal before sending it to TRB. Incomplete and/or erroneous data will appear in an exception report that will be E-mailed back to the district.*

If the transmittal contains incomplete/incorrect data upon exit from the program, the "Allow incomplete saves" box will remain checked the next time the program is opened.

If all error conditions have been corrected before exit, the "Allow incomplete saves box" is automatically unchecked.

Note 3: *Do not use any punctuation (if there is any, just ignore it. Examples: O'connor is Oconnor and P.O. Box is PO Box);*

Entering Member Contribution Data



When you have finished entering data for the Demographic Data tab, click on the Contribution Data tab and enter data there according to the following rules:

1. *Pensionable Compensation* is member's compensation that is subject to mandatory contributions during the reporting period (month), excluding any other compensation that the member may receive that is exempt for purposes of the retirement system. Pensionable compensation must be greater than zero and must be less than, or equal to, earnable compensation. Monthly pensionable compensation is annual pensionable compensation divided by 10. You divide by 10 because TRB operates on a 10-month year (September-June).

2. *Earnable Compensation is* defined as the maximum compensation that the member could earn on a full-time basis that would be subject to mandatory contributions. Earnable compensation must be greater than zero and must be greater than or equal to pensionable compensation. Monthly earnable compensation is annual earnable compensation divided by 10. You divide by 10 because TRB operates on a 10-month year (September-June).

3. *Full-time-equivalent percentage (FTE%)* must be greater than zero and should equal pensionable compensation divided by earnable compensation.

4. *Regular Pre-tax contributions* are currently equal to 6% of pensionable compensation.

5. *Health Pre-tax contributions* are currently equal to 1% of pensionable compensation.

6. *Voluntary Post-tax deductions* are whatever the member has chosen.

7. *Contracts Post-tax deductions* are whatever the member has contracted with TRB.

8. The sum of all contributions cannot exceed the pensionable salary.

Procedures For Retroactive Adjustments

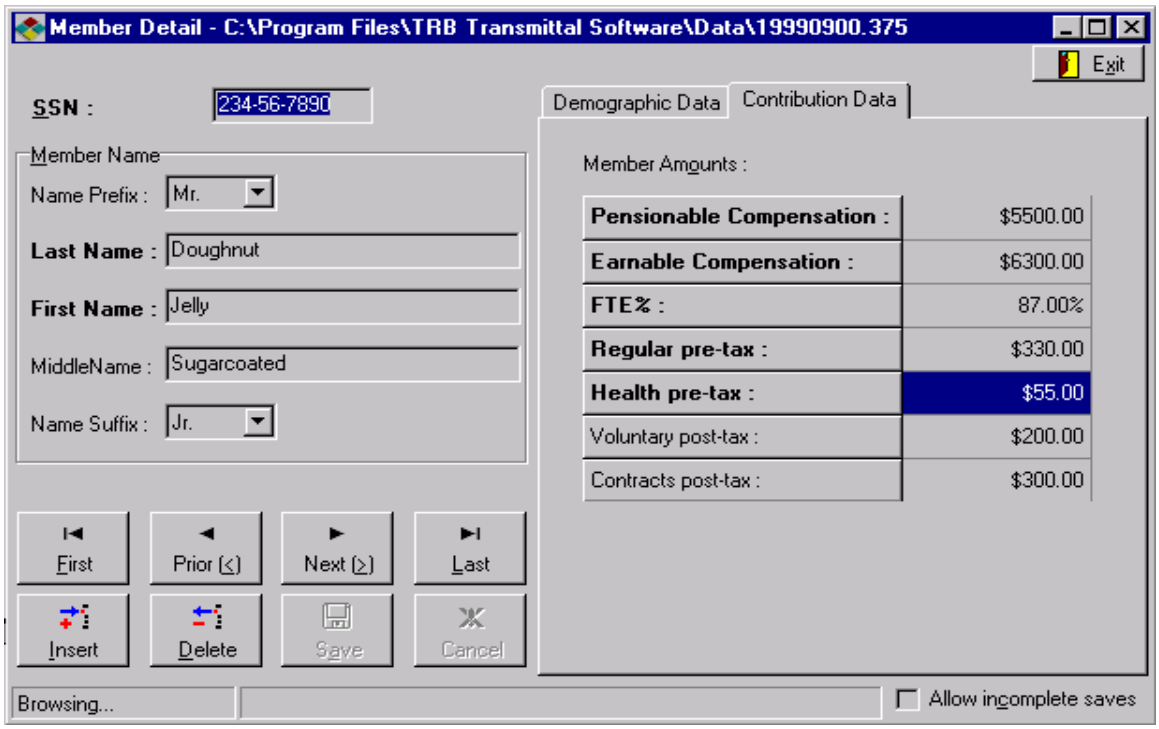
For TRB-reporting purposes, retroactive adjustments are classified as follows:
1. Wage and contribution adjustments within the school fiscal year (July-June)
2. Wage and contribution adjustments in prior fiscal years
3. Other retroactive adjustments, such as service

In the case of within-fiscal-year adjustments, you may increase the reported pensionable and earnable compensation in a given month to give a contribution amount which brings contributions current for the year. In subsequent months, you would report the correct wage and contribution amount. For example, suppose an employee received a retroactive contract adjustment in December (effective the prior September) that raised pensionable wages from $5,000 per month to $5,500. Reporting would be as follows:

Month	Pensionable Compensation	Earnable Contributions	Regular Contributions	Health Contributions
September	$5,000	$5,000	$300	$50
October	$5,000	$5,000	$300	$50
November	$5,000	$5,000	$300	$50
December	$7,000	$7,000	$420	$70
January	$5,500	$5,500	$330	$55
February	$5,500	$5,500	$330	$55
March	$5,500	$5,500	$330	$55
April	$5,500	$5,500	$330	$55
May	$5,500	$5,500	$330	$55
June	$5,500	$5,500	$330	$55

In the case of wage and contribution adjustments that apply to previous fiscal years, and to other kinds of retroactive adjustments regardless of when they may have occurred, the reporting unit needs to indicate in a letter to the retirement system what was reported by time period and what should have been reported. TRB will make manual adjustments to the Manage Membership System.

Completing Data Entry



After the demographic and contribution data have been entered for a member, click on "Save" to save the member's data. Internal edits in the program will warn you of incorrect data situations which must be corrected before the data can be saved. As shown in the screen below, a panel appears which allows you to navigate among the saved records; "Delete" the displayed record; or "Insert" a new record.

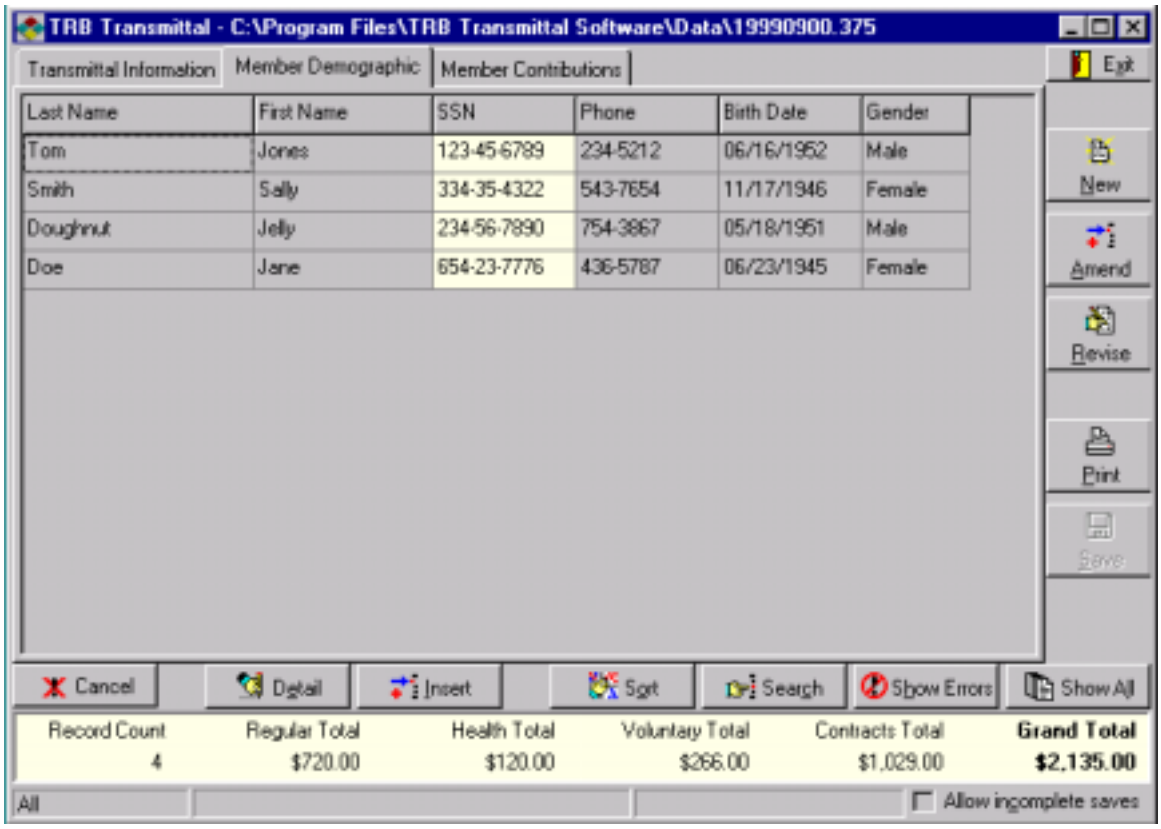
You continue entering data until the transmittal is completed. You can "Exit" at any time and come back later. Upon clicking on "Exit", the program shows you part of the demographic and contributions data in table form for convenient display and editing (click on the appropriate tab for the data you want).

Summary Screens

A number of functions are possible in this screen:

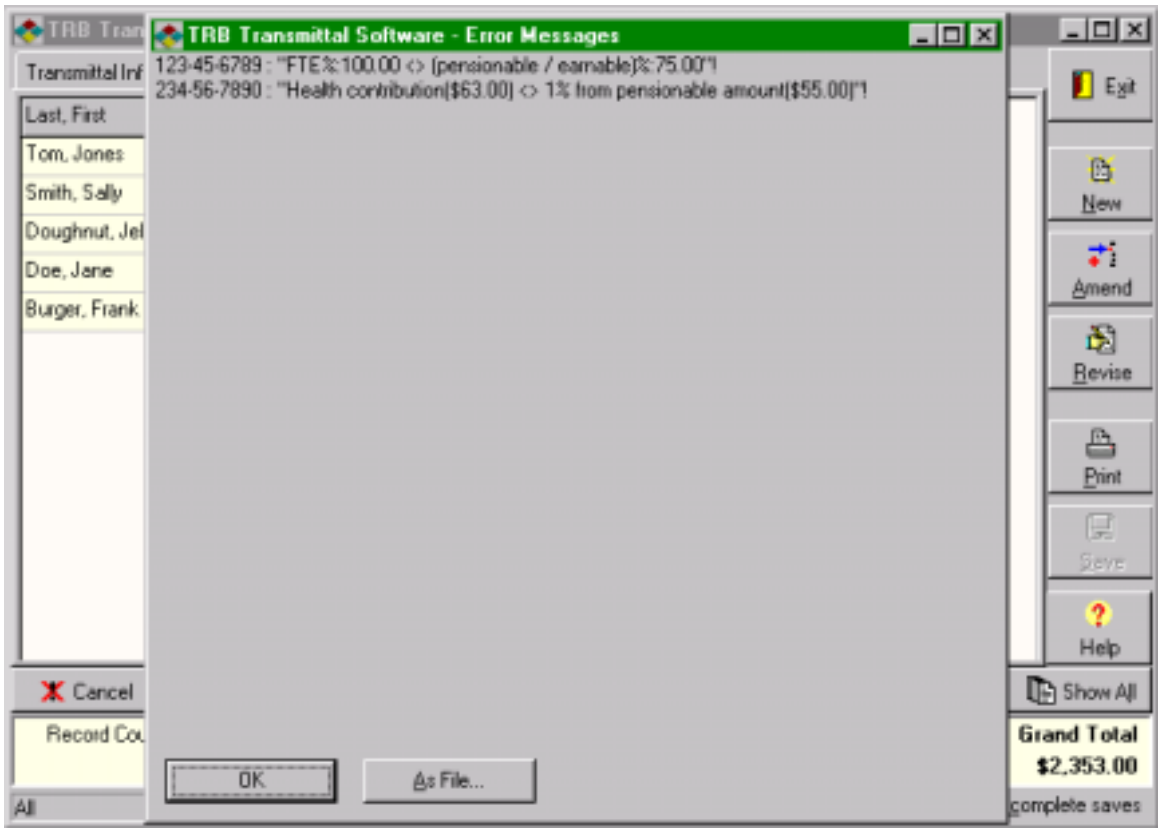
- Edit the data in the table by highlighting the appropriate data element. Social Security Numbers must be edited in the "Detail" view.
- Click on "Detail" to see the entire data for the member. Data may also be edited in this view.
- Click on "Sort" to sort the active column. You can also sort a column by clicking on the column name field.
- Click on "Insert" to get a blank data entry screen for a new member.
- Click on "Search" to filter records and show on screen only the records that meet the search criteria (to see all records again press "Show All")

- Click on “Show All” to display all the member records in table format.
- Click on “Show Errors” to show member records with errors (if any).



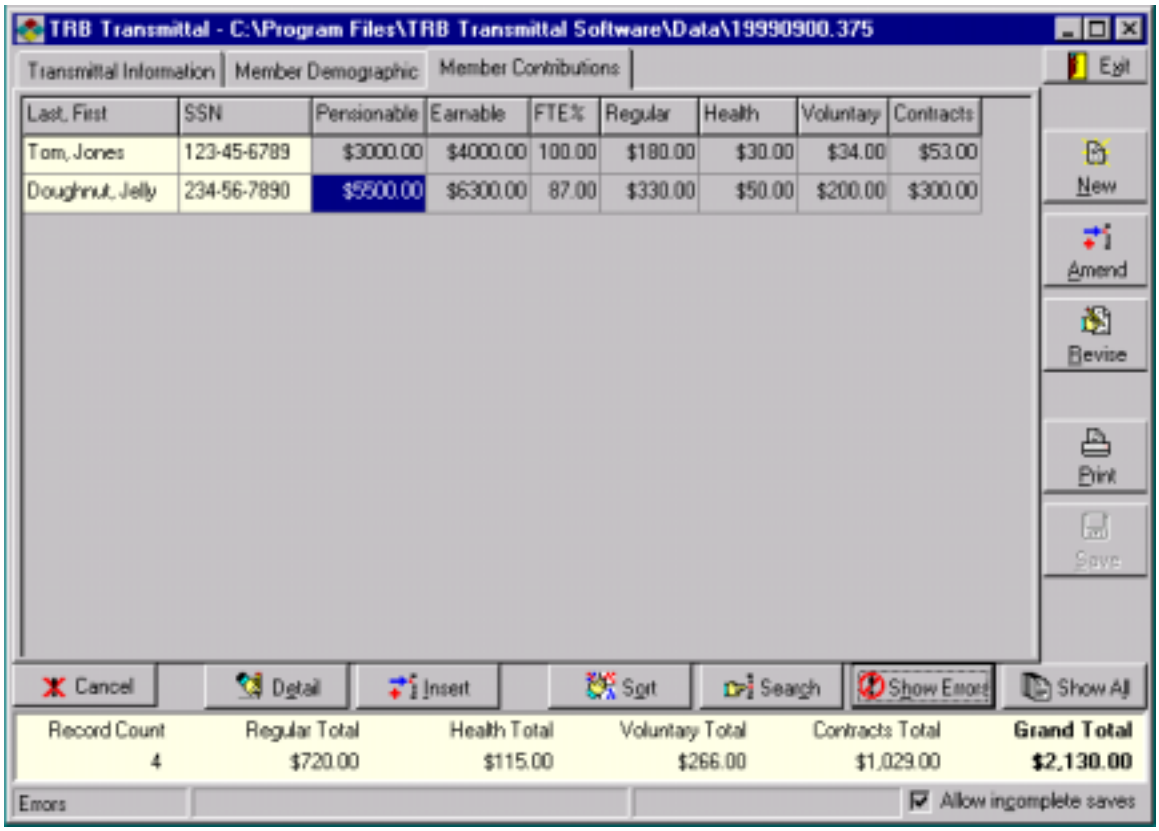
Record count and running totals of the contribution fields are shown at the bottom of the screen for easy reference.

The display below shows the error message dialog and a spreadsheet with an error message identifying two errors. Errors are identified by Social Security Number.



Click on "OK" and the members with errors will appear in the spreadsheet view for easy editing. Remember that some data elements (address for example) must be viewed and edited in the "Detail" view. ***It is important to check the transmittal for errors before E-mailing to TRB.***

Click on "As File…" to open Notepad with the list of error messages displayed in the current document. This document can be printed, using the "Print" function of Notepad, and can be saved as a text file, using the "Save" function of Notepad.



Transmittal Files

The buttons at the right of the screen: "New", "Amend", "Revise" and "Print" allow you to access other important functions of the Transmittal Software.

Procedure For New Transmittal File

The "New" button is the most critical, in many respects, because clicking on it irrevocably saves the data in the transmittal. The data are available for view-only from that point on. You click on "New" only when you are ready to start work on the next month's transmittal. *Do not click on "New" until you have E-mailed the transmittal to TRB and are certain that you are finished with amendments and revisions to the current month.*

Procedure For Amended Transmittal File

The purpose of "Amend" is to add members that were inadvertently omitted from the transmittal. You would only do an amendment after the transmittal is E-mailed to TRB and before you click on the "New" button to begin the next month's transmittal; i.e., you can only amend the current transmittal file. It is possible to create more than one amendment file for a given monthly report.

To create an amended file, click on the "Amend" button in the Transmittal Preparation Form. Enter Demographic Data and Contribution Data into the Member Detail screen the same as for any transmittal. Do not duplicate members that were on the initial transmittal. When you finish entering data, E-mail the amended file to TRB the same as you would the transmittal. When you eventually click on "New" to begin next month's transmittal, the amendment is automatically merged with the initial transmittal to form a combined file. This file forms the basis for the next month's transmittal.

Procedure For Revised Transmittal File

When TRB receives a transmittal file or an amendment file, it loads the data into the Member Management System where it undergoes an editing process. Member data which fails the edits is output in an "Exception Report" which identifies the member(s) and gives the reason the data failed the edits. The exception report is sent to the reporting unit via E-mail.

Upon receipt of an exception report, the reporting unit should make appropriate changes in its system and process a "Revised" transmittal. This must be done before the next month's transmittal is begun (i.e., before the "New" button is clicked to start the next month's transmittal. Clicking on the "New" button causes the previous transmittal to be read-only).

To revise a transmittal, open the Employer Software and click on the "Revise" button in the Transmittal Information tab of the Transmittal Preparation Form. Go to the Member Demographic and Member Contribution tabs and make the appropriate changes to the member data identified in the exception report. Then, E-mail the revised transmittal to TRB. *Note: Change only member data identified on the Exception Report. Changes to other members' data will not be recognized by the Manage Membership System. If there are other changes you want to make to the transmittal in question, or other transmittals, these must be mailed, faxed, or E-mailed to TRB and processed manually.*

Procedure For Reports

You can generate two types of printed reports for a transmittal. Click the "Print" button and select the type of report you need:

- Demographic information
- Transaction information.

A sample demographic information report is shown below.

Highline School District

Members - September 1999 Transmittal

N	SSN # / Gender	Name / Address	Phone / EMail	Birth Day / Marital Status
1.	123-45-6789 Male	Mr. Tom, Jones A., Jr. 34 Willow Street, Apartment 23 Highline, CT 06004-3453	(860) 234-5212 / 34 234@aol.com	06/18/1952 Married
2.	334-35-4322 Female	Miss Smith, Sally J. 1543 Hickory Lane Albany, NY 23543-3321	(543) 543-7654 / 43	11/17/1946 Unknown
3.	234-56-7890 Male	Mr. Doughnut, Jelly S., Jr. 128 West Pine Street, Apartment #9 Highline, CT 06075-6523	(860) 754-3867 / 43 jsd@aol.com	05/18/1951 Married
4.	654-23-7776 Female	Ms. Doe, Jane S. 23 South Oak Highline, CT 06783-2354	(860) 436-5787 JDoe.PS.US.Com	06/23/1945 Divorced

4 record(s)

Following is a sample transaction information report.

Highline School District

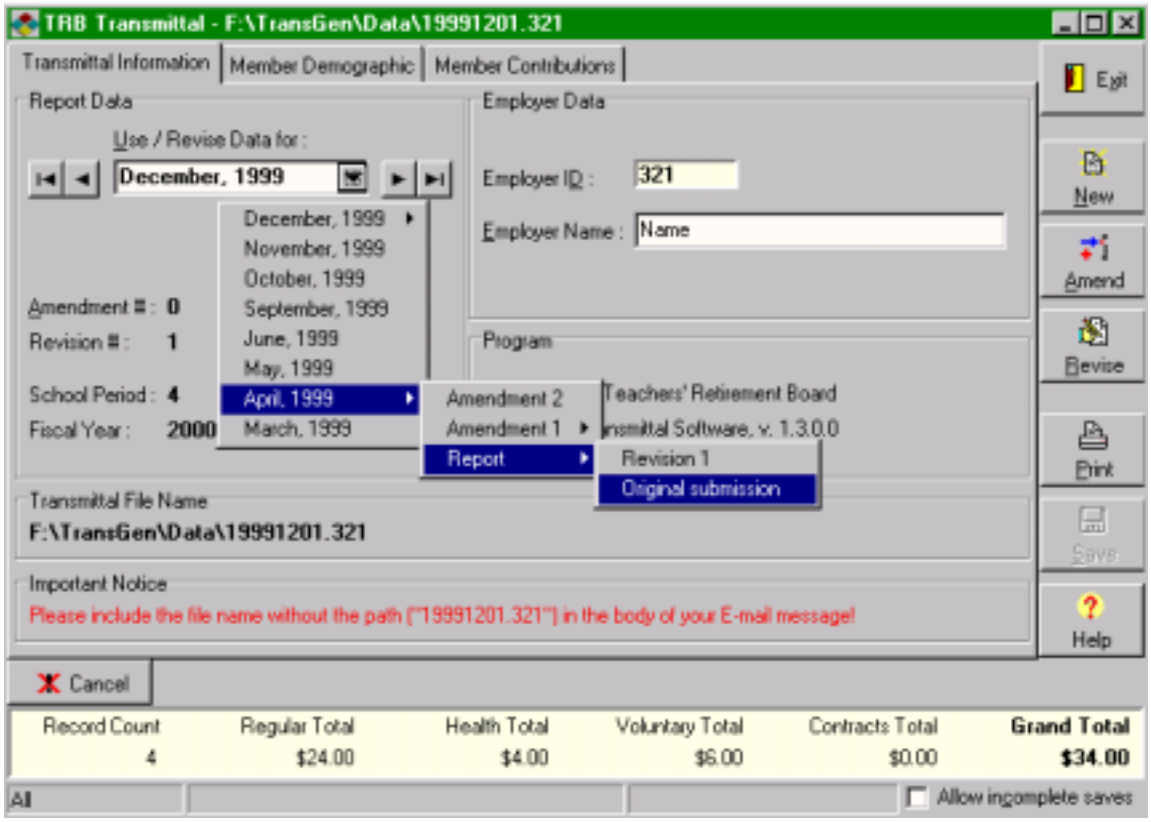
Transactions - September 1999 Transmittal

N	SSN #	Name	Pensionabl	FTE%	Regular	Health	Voluntary	Contract
1.	123-45-6789	Tom, Jones A.	$3000.00	100.00%	$180.00	$30.00	$34.00	$53.00
2.	334-35-4322	Smith, Sally J.	$1000.00	100.00%	$60.00	$10.00	$0.00	$0.00
3.	234-56-7890	Doughnut, Jelly S.	$5500.00	87.00%	$330.00	$55.00	$200.00	$300.00
4.	654-23-7776	Doe, Jane S.	$2500.00	49.00%	$150.00	$25.00	$32.00	$676.00
		Totals:			$720.00	$120.00	$266.00	$1029.00

4 record(s) **Grand Total Receivables: $2135.00**

Display Of Historical Information

The monthly transmittals, and any amendments and revisions, are saved in the Data directory, C:\PROGRAM FILES\TRB TRANSMITTAL SOFTWARE\Data. To access these files (read only), click on the down-arrow in the “Use/Revise Data for” field. Arrowheads indicate the presence of amendments and revisions. The screen below shows that for the month of April 1999, there was a revision to the original transmittal and two amendments. The arrowhead by Amendment 1 shows that there is additional activity associated with it.



Note that Amendment # = 0 and Revision # = 1. This reflects that December, 1999 is the current report and that the first revision is being edited.

To see the detail for the original submission, the amendments and revisions, click on them. For any but the current month, the data can be viewed only, not edited.

E-mailing The Transmittal

The completed Transmittal should be attached to an E-mail message which is sent to TRB at the following address: trb.transmittal@po.state.ct.us

*Note: If you experience difficulty with e-mailing the transmittal file to the above address, use Linda Hanson's personal email address as an alternate. Her email address is: Linda.Hanson@po.state.ct.us

Please include the name of the file in the body of the E-mail message (ex. "19991201.321"). This is important for correct functioning of the E-mail application at TRB.

Note: This message goes to a computer and into an automated process. It is never seen by TRB staff. ***Do not use this E-mail address for general communications.*** Instead, use the E-mail address given below.

If you have problems using the Transmittal Software, please contact Linda Hanson, John Coughlin or Paula Borysewicz at the Connecticut Teachers' Retirement Board at:

Phone	(860) 241-8431
Fax	(860) 525-6018
E-mail	Linda.Hanson@po.state.ct.us or Paula.Borysewicz@po.state.ct.us

Using The Exception Report

Upon receipt at TRB, the transmittal will be detached from the E-mail through an automated process and will be sent automatically to the Manage Membership System where it will pass through a number of edits. If the file data passes all the edits, the data is updated to the system.

If data for one or more members in the file fails an edit(s), an exception report file is automatically produced and sent back to the district as an attachment to an E-mail from TRB (see below). At that point, the district would make appropriate corrections and E-mail a revised transmittal to TRB. If the revised transmittal fails the edits, TRB will contact the district's payroll person directly to resolve the problem.

```
To:      smith@bdofed.com
 Subject: The following (12) items were noted during the processing of
P9990300.375
_____________________________________________________________________
_____
The following (12) items were noted during the processing of P9990300.375
 1) Soc. Sec. Number 123-45-6789 was entered into the system as a new member.
 2) Soc. Sec. Number 334-35-4322 was entered into the system as a new member.
 3) Soc. Sec. Number 234-56-7890 was entered into the system as a new member.
 4) Soc. Sec. Number 654-23-7776 was entered into the system as a new member.
 5) Soc. Sec. Number 111-11-1111 was entered into the system as a new member.
 6) Soc. Sec. Number 222-22-2222 was entered into the system as a new member.
 7) Soc. Sec. Number 333-33-3333 was entered into the system as a new member.
 8) Soc. Sec. Number 444-44-4444 was entered into the system as a new member.
 9) Soc. Sec. Number 555-55-5555 was entered into the system as a new member.
10) Soc. Sec. Number 666-66-6666 was entered into the system as a new member.
11) Soc. Sec. Number 777-77-7777 was entered into the system as a new member.
12) Soc. Sec. Number 888-88-8888 was entered into the system as a new member.
If any of the above new members are incorrect, please contact TRB at (860)241-
8431
as soon as possible to correct the errors. This memo is for your information
only
and requires no further action. Thank you.

Teachers Retirement Board  Wednesday, May 12, 1999  5:14 pm
```

Maintaining The Data Directory

Over the course of a year, the "Data" folder will become packed with transmittal files and clumsy to use. It is suggested that all files from the previous fiscal year, except the last monthly file (which is necessary to generate the first transmittal for the next fiscal year) be saved to another directory, perhaps C:\Program Files\TRB Transmittal Software\Data1999. These old transmittal files can always be copied back to the "Data" folder if it is necessary to view them.

Employer Names And ID Numbers

TRB employer names and ID numbers are given in the table below. *It is critical to enter name and number exactly as shown **(including all capital letters and leading zeros)** into the transmittal software screens in order for the file to be read by the TRB Manage Membership System.*

Employer Name	ID Number
ACADEMIC AWARDS/CHARTER OAK ST	270
ACES	241
AMISTAD ACADEMY	029
ANCESTORS COMM SCHOOL	276
ANDOVER BD OF ED	001
ANSONIA BD OF ED	002
ASHFORD BD OF ED	003
ASNUNTUCK CTC	244
AVON BD OF ED	004
BARKHAMSTED BD OF ED	005
BERLIN BD OF ED	007
BETHANY BD OF ED	008
BETHEL BD OF ED	009
BLOOMFIELD BD OF ED	011
BOARD OF TRUSTEES CSU	227
BOARD TRUSTEE TECH CTC	250
BOARD TRUSTEES COMM CTC	264
BOLTON BD OF ED	012
BOZRAH BD OF ED	013
BRANFORD BD OF ED	014
BRIDGE ACADEMY CHARTER SCH	277
BRIDGEPORT BD OF ED	015
BRISTOL BD OF ED	017
BROOKFIELD BD OF ED	018
BROOKLAWN ACADEMY	006

Employer Name	ID Number
BROOKLYN BD OF ED	019
CANAAN BD OF ED	021
CANTERBURY BD OF ED	022
CANTON BD OF ED	023
CAPITAL CTC	216
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CCI CHESHIRE	228
CCI NIANTIC	273
CCI SOMERS	197
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CHESTER BD OF ED	026
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COLEBROOK BD OF ED	030
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GRISWOLD BD OF ED	059
GROTON BD OF ED	060
GUILFORD BD OF ED	061
HAMDEN BD OF ED	063
HAMPTON BD OF ED	064
HARTFORD BD OF ED	065
HARTLAND BD OF ED	066
HEBRON BD OF ED	068
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JUMOKE ACADEMY CHARTER SCH	283
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LISBON BD OF ED	074
LITCHFIELD BD OF ED	075
MADISON BD OF ED	077
MANCHESTER BD OF ED	078
MANCHESTER CTC	209
MANSFIELD BD OF ED	079
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NEWINGTON BD OF ED	096
NEWTOWN BD OF ED	100
NORFOLK BD OF ED	101
NORTH BRANFORD BD OF ED	102
NORTH CANAAN BD OF ED	103
NORTH HAVEN BD OF ED	104
NORTH STONINGTON BD OF ED	105
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SOMERS BD OF ED	139
SOUTH CENTRAL CTC	223
SOUTH WINDSOR BD OF ED	142
SOUTHBURY TRAINING SCHOOL	202
SOUTHERN CSU	214
SOUTHINGTON BD OF ED	141
SPORTS ACADEMY CHARTER SCH	237
SPRAGUE BD OF ED	143
STAFFORD BD OF ED	144
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WEST HAVEN BD OF ED	170
WESTBROOK BD OF ED	168
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WESTON BD OF ED	171
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Pre-loading The Software

A number of school districts have expressed interest in using the transmittal software but wish to do the initial data load (or partial data load) from their system rather than through manual data entry. This can be accomplished by creating a transmittal file (or partial file) according to the file format shown in the next section of this manual. If a partial transmittal is created, missing numeric data and missing text data must be filled with blanks. Header and trailer records must be included. *The file name must be correct for year and month and with the proper extension (see page 6).*

The resulting file is copied to the transmittal software data folder (C:\Program Files\TRB Transmittal Software\Data) where it will be located and read by the transmittal program. In the case of a partial file, the "Allow Incomplete Saves" box must be checked to save the data. Manual data entry must then be used to add missing member information as time allows. The "Allow Incomplete Saves" box must be checked each time the transmittal program is initiated.

TRB Transmittal Software Update Instructions

The latest version of the software is designed to be used on personal computers (PC's) with Microsoft Windows 95, Windows 98, Windows NT, Windows 2000, Windows ME and Windows XP operating systems.

Directory Information
Before installing the new software backup your data directory to disk or network drive. The setup program installs the software in the "C:\Program Files\TRB Transmittal Software" directory (or the directory you selected during installation). A "Data" folder is also created in that directory (C:\Program Files\TRB Transmittal Software\Data). This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in this directory.

Removing the Software
To remove the TRB Transmittal Software from your computer, follow these instructions:
1. Click on the "My Computer" icon.
2. Click on "Control Panel"
3. Click on "Add/Remove Programs"
4. Scroll to "TRB Transmittal Software" and highlight it.
5. Click on the "Add/Remove" button
6. Click on "Yes" to remove.
7. Reboot

Downloading and Installing The Software
Go to Employer Info page on our website. www.state.ct.us/trb
1. Click on TRB Transmittal Software Update, save the file "Distribution-Disk.zip" to your computer and unzip using WINZIP (Available for free at http://www.winzip.com).
2. Click on "Start", Run, Browse to Distribution-Disk\DISK1\setup.exe and highlight it.
3. Click on "Open" and "OK"
4. Unless you choose otherwise through "Browse", Setup will install the program in C:\Program Files\TRB Transmittal Software. Click on "Next" to continue.
5. Click on "Finish" to complete setup.
6. Copy backed up "Data" folder to C:\Program Files\TRB Transmittal Software.
7. Reboot